

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Planning Conference - 10-11 October 1984

FROM: Chief
Information and Management Support
Staff, OL -

EXTENSION

NO. OL 4172-84

DATE 20 SEP 1984

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/B&FB/OL

2. C/NBPO/OL

73E40 Headquarters

3. C/P&TS/OL

4. C/PMS/OL

5. C/SS/OL

6. C/HOME/OL

3E14 Headquarters

7. C/P&PD/OL

158 P&P Building

8. C/PD/OL

9. C/RECD/OL

10. C/SD/OL

11.

12.

13.

14.

15.

20 SEP 1984

MEMORANDUM FOR: Chief, Budget and Fiscal Branch, OL
 Chief, New Building Project Office, OL
 Chief, Personnel and Training Staff, OL
 Chief, Procurement Management Staff, OL
 Chief, Security Staff, OL
 Chief, Headquarters Operations, Maintenance
 and Engineering Division, OL
 Chief, Printing and Photography Division, OL
 Chief, Procurement Division, OL
 Chief, Real Estate and Construction Division, OL
 Chief, Supply Division, OL

STAT FROM: Chief
 Information and Management Support Staff, OL

SUBJECT: OL Annual Planning Conference

1. Arrangements have been made to hold the Office of Logistics (OL) Annual Planning Conference on 10 and 11 October 1984, at the Airlie Foundation, Airlie, Virginia. Attachment A contains the administrative arrangements that have been made for the conference, and Attachment B outlines the conference agenda.

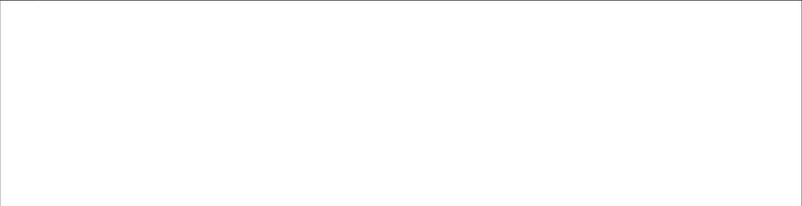
2. As you review the conference agenda (Attachment B), you will note that the first day of the conference is being devoted to discussions of specific topics which were selected from your recent suggestions. The second day of the conference will be devoted entirely to the discussion and selection of "New Funding Initiatives for FY 1987," and major "Office (OL) Objectives for FY 1985." To take maximum advantage of available conference time, and to provide all conference attendees an opportunity to participate in the discussion and selection of New Initiatives and Office Objectives, the Director of Logistics has requested that IMSS solicit, from each OL Staff and Division, a list of candidate New Initiatives and Office Objectives and that we prepare a consolidation of your input for dissemination to all conference attendees one week prior to the conference. It is therefore requested that you provide this staff with two (2)

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SUBJECT: OL Annual Planning Conference

candidate "New Initiatives for FY 1987" and two (2) candidate "Office Objectives for FY 1985" by COB 27 September 1984. Your submissions need not be lengthy, but should provide enough basic background information to enable the reader to participate in discussions at the Planning Conference.

3. Any questions concerning the conference or the above request should be directed to

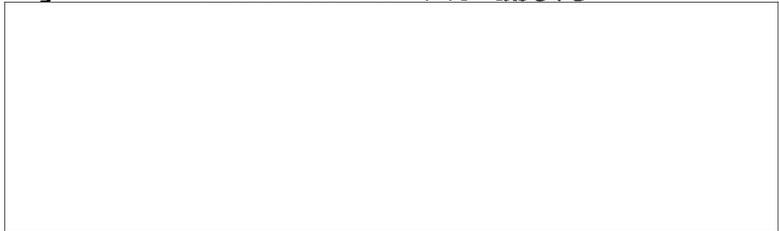


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Distribution:

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OL/IMSS/JAW:sms [redacted] 20Sep84)

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